



Goddard Procedural Requirements (GPR)

DIRECTIVE NO. GPR 1490.1

APPROVED BY Signature: Original signed by
Arthur F. Obenschain for

EFFECTIVE DATE: July 15, 2011

NAME: Robert Strain

EXPIRATION DATE: July 15, 2016

TITLE: Director

COMPLIANCE IS MANDATORY

Responsible Office: 271 / Technical Information and Management Services Branch

Title: Printing, Duplicating, and Copy Management

PREFACE

P.1 PURPOSE

This Goddard Procedural Requirements (GPR) implements NASA Policy Directive (NPD) 1490.1, at Goddard Space Flight Center (GSFC). This GPR assigns responsibilities at GSFC for printing, duplicating, and copy management.

P.2 APPLICABILITY

This GPR applies to all organizational elements at GSFC Greenbelt, and Wallops Island, Virginia, and all GSFC contractors and grantees to the extent required by their contracts, grants, or cooperative agreements.

P.3 AUTHORITIES

- a. 44 U.S.C. §§ 103, 312, 501, and 502
- b. Public Law 102-392, as amended by Public Law 103-283, July 22, 1994
- c. Executive Order 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition, dated, September 14, 1998
- d. 48 CFR Part 1852.208 – 81, Restrictions on Printing and Duplicating
- e. NPD 1490.1 NASA Printing, Duplicating, and Copying Management

P. 4. APPLICABLE DOCUMENTS

- a. FAR 52.204-4, Printed or Copied Double-Sided on Recycled Paper (August 2000)
- b. NASA FAR Supplement Subpart 1808.8, Acquisition of Printing and Related Supplies

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

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- c. NPD 1200.1E, NASA Internal Control
- d. NPD 2521.1, Communications and Material Review
- e. NPD 9070.1. Business Cards
- f. NPR 1441.1, NASA Records Retention Schedules (NRRS)
- g. NPR 1600.1, NASA Security Program Procedural Requirements
- h. NPR 2200.2B, Requirements for Documentation, Approval, Dissemination of NASA Scientific and Technical Information
- i. NPR 5800.1, Grants and Cooperative Agreement Handbook
- j. NASA Style Guide, published at <http://communications.nasa.gov/portal/site/oso> (issued under authority 14 CFR 1221).
- k. NASA Form 868, Request for Printing and Related Equipment
- l. GSFC Form 25-52, Work Request (current process for all Directorates except Code 200 customers).

P.5 CANCELLATION

None

P.6 SAFETY

None

P.7 TRAINING

Not Applicable

P.8 RECORDS

Record Title	Record Custodian	Retention
JCP Form 1–Printing Plant Report	Printing Management Office	* <u>NRRS 1/84</u> . Destroy when 3 years old.
JCP Form 5–Annual Plant Inventory	Printing Management Office	* <u>NRRS 1/84</u> . Destroy when 3 years old.

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GPO 2511–Print Order Form	Printing Management Office	* <u>NRRS 1/81</u> . Destroy 3 years after completion or cancellation of requisition.
GPO SF-1– Request for Printing and Binding	Printing Management Office	* <u>NRRS 1/81</u> . Destroy 3 years after completion or cancellation of requisition.
GPO 1815– Notice of Quality Defect	Printing Management Office	* <u>NRRS 1/81</u> . Destroy 3 years after completion or cancellation of requisition.
GPO 3868– Notification of Intent to Publish	Printing Management Office	* <u>NRRS 1/81</u> . Destroy 3 years after completion or cancellation of requisition.
GPO 907– Non compliance/change form	Printing Management Office	* <u>NRRS 1/81</u> . Destroy 3 years after completion or cancellation of requisition.
GPO 952–Disk Information form	Printing Management Office	* <u>NRRS 1/81</u> . Destroy 3 years after completion or cancellation of requisition.
NASA Form 868– Request for Printing and Related Equipment	Printing Officer	* <u>NRRS 1/80</u> . Destroy 2 years after acquisition or after disapproval.
GSFC 25-52–TIMS Work Order Request	Printing Management Office	* <u>NRRS 1/80</u> . Destroy when 2 years old.

*NRRS – NASA Records Retention Schedules ([NPR 1441.1](#))

P.9 MEASUREMENTA/VERIFICATION

The Printing Officer shall submit annual customer service feedback metrics for all in-house duplicating and GPO commercially procured services operations for customers who obtain these services.

PROCEDURES

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

1. GSFC Printing Officer Responsibilities

1.1 The Printing Officer shall:

- a. Manage the printing, duplicating and copying management services at GSFC;

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- b. Ensure all requests for printing and duplicating are necessary, and are processed in compliance with applicable laws and regulations. Agency legal counsel should be consulted as appropriate;
- c. Maintain technical direction over the production or procurement of printing and duplicated materials;
- d. Maintain an internal management control program for printing and duplicating as stated in NPD 1200.1E, NASA Internal Control;
- e. Report annually printing, duplicating, copying, and the Agency-wide copier cost data metrics for GSFC;
- f. Provide annually customer service feedback metrics for all in-house and GPO services operations to the NASA Printing Management Officer;
- g. Serve as official GSFC liaison to the NASA Printing Manager, Government Printing Office (GPO), and other Government agencies on matters of printing, duplicating, and binding;
- h. In accordance with FAR 52.204–4, ensure all multi-page work shall be printed on both sides of the sheet unless a practical purpose is served by one-sided duplication;
- i. Provide service contracts for lease, maintenance, repair, and relocation of in-house duplicating equipment;
- j. Approve or disapprove the NASA Form 868, Request for Printing and Related Equipment for replacement, lease, purchase, and rental of reproduction, copying, or multifunctional equipment that produce more than 55 pages per minute, not under the Agency-wide contract. These approvals shall be supported with documentation that includes a cost-benefit analysis (lease or purchase) and provide written justification for equipment being considered for acquisition; and
- k. Provide technical assistance on all matters pertaining to printing, duplicating and binding requirements at GSFC and ensure that they comply with Title 44 of the U.S. Code (U.S.C) and Section 207 of Public Law 102-392.

1.2 The GSFC Printing Specialists shall:

- a. Determine the most economical and efficient reproduction process that meets requirements of the requesting organization. Provide advice and/or feedback to organizations on use of color or alternative methods for the necessary products;
- b. Ensure printing jobs using Government-appropriated funds are procured through the Government Printing Office (GPO);
- c. Ensure obligations and printing costs comply with applicable laws;

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- d. Ensure Agency standards conform with the quality attributes prescribed by the Government Printing Office, GPO's Quality Assurance Through Attributes Program (QATAP) for various levels of printing, binding and duplicating to achieve effectiveness and economy with proper regards given to quality, workmanship and the purpose for which the work is needed;
- e. Coordinate with GPO to ensure GSFC's publication requests are disseminated for the widest inclusion in their sales and depository library programs;
- f. Consult with the customers to provide printing estimates, discuss the technical requirements of their printing requirements, and obligate funds prior to sending the job out;
- g. Review all printing requests to ensure publications have been approved in Communications Material Review (CMR) system before procuring jobs through the Government Printing Office (GPO);
- h. Assign a publication number for all publications including educational, informational, and non-technical publications made available to the public. The assigned number allows for identification as to the category, origin, and date of publication. This excludes internal administrative documents. Publication numbers shall be made available through the GSFC Printing Management Office; and
- i. Send two copies of all formally published posters that are scientific and technical in nature, wall sheets and educational material relating to the programs and mission of the Agency to the National Archives and Records Administration (NARA) for their retention in accordance with NPR 1441.1.

1.3 Directors/Managers of Directorates/Offices shall:

- a. Determine and establish priorities on their printing, binding, and duplicating needs;
- b. Ensure that classified and other types of administratively controlled documents are printed/copied in accordance with security procedures;
- c. Print only the number of copies needed and request additional copies when necessary for official business;
- d. Consult with the Resource Analyst to approve the use of appropriated funds for printing, duplicating and binding requests. This includes procuring of business cards per NPD 9070.1, section 5;
- e. Provide monthly meter reading data, and yearly costs information for replacement, lease, purchase, and rental of reproduction, copying, or multifunctional equipment not under the Agency-wide contract; and
- f. Ensure paper purchased meets the material content requirements of the Executive Order 13101, Greening the Government through Waste Prevention, Recycling, and Federal Acquisition.

1.4 Office of Procurement/Contracting Officer shall:

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- a. Ensure the Center complies with Federal Acquisition Regulations (FAR) and NASA FAR Supplement (NFS) regulations that address the acquisition of printing, duplicating and related supplies, as specified in FAR subpart 8.8 and NFS subpart 1808.8;
- b. Insert the clause NFS 1852.208-81, Restrictions on Printing and Duplicating, and 52-204-4, in solicitation and contracts where there is a requirement for any printing, and/or any duplicating/copying in excess of that described in paragraph (c) of the clause; and
- c. Ensure customers submit the NASA Form 868, Request for Printing and Related Equipment for replacement, lease, purchase, and rental of reproduction, copying, or multifunctional equipment not under the Agency-wide contract before procurement or lease of equipment.

1.5 The In-House Duplicating Operator shall:

- a. Provide printing, duplicating, and binding in support of all Center programs, missions and activities;
- b. Provide printing and duplicating support to meet short delivery schedules;
- c. Protect classified, sensitive and administratively controlled information in accordance with established procedures; and
- d. Inspect quality control documents before sending to customers for accuracy.

2. Duplicating and Printing General Guidelines

- a. Tasks beyond the scope of the in-house duplicating facility and equipment limitations shall be procured commercially through the GPO.
- b. Delivery schedules for in-house duplicating can take 1 – 7 days depending on the number of impressions, complexity, and the scope of the job.
- c. All black-and-white duplicating requests for up to the 25,000 impression limitation must be approved by the GSFC Printing Officer prior to the start of work.
- d. Delivery schedules for all requests requiring outsourcing to GPO are established by the Printing Specialists and the customer. Schedules are also determined by the complexity of the job, and the delivery schedules established in GPO's direct-deal term contracts.
- e. The web-based work ticketing system, electronic Management Operations Directorate (eMOD) system shall be used by all of Code 200 customers (civil servants and contractors) to request commercial printing and in-house duplicating services. All commercial printing shall be obtained by contacting the Printing Specialists. All other Directorates shall continue to use the GSFC Form 25-52 to request these

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services. This form can be accessed at <http://gdms.gsfc.nasa.gov/>. The GSFC 25-52 form will be obsolete once the Center fully transitions to eMOD.

f. Tasks for duplicating and copying materials at Government expense, for in-house production or procured through GPO, for personal use, are prohibited.

g. No work of private or commercial nature shall be produced by NASA printing plants, duplicating, or copying facilities or at Government expense even if the Government is to be reimbursed.

h. Use of color shall only be used to add “demonstrable” value. (See examples of acceptable use of color in Section 5.)

i. Classified material or administratively controlled documents shall be printed or reproduced in accordance with provisions outlined in NPR 1600.1.

j. All external printing requests shall be procured through the GPO by the GSFC Printing Specialists. Printing shall not be procured directly from any commercial source unless a GPO waiver has been approved by GPO’s Public Printer. Only the GSFC Printing Officer shall seek waivers on behalf of GSFC.

k. Business cards that are purchased with appropriated funds shall be procured through the GSFC Printing Management Office. Individuals who have approval from their immediate supervisor shall request business cards through the Printing Management Office (PMO).

l. Administrative duplicating or copying necessary for the contractor to respond to the terms of the contract is allowable per the restrictions in NPD 1490.1. Contracts and grants shall not be used as sources for printing, publishing, and/or related services except when authorized by the GSFC Printing Officer through a waiver granted by the GPO’s Public Printer.

m. In accordance with FAR 52.204–4, all multi-page work shall be printed on both sides of the sheet unless a practical purpose is served by one-sided duplication.

n. Unauthorized use of a copyrighted work in a manner which violates any of the exclusive rights of the copyright owner is a copyright infringement. Copyrighted material in which the Government has no property right shall not be copied or otherwise reproduced without permission from the copyright owner unless permitted under the “fair use” doctrine. Guidance on the application of the “fair use” doctrine can be obtained from the Office of the Chief Counsel.

3. General Publication Requirements

a. All GSFC documents shall follow all appropriate standards for each publication type, especially if being distributed to the public. All publications (excluding NASA Scientific and Technical Information (STI) Report Series) produced for distribution to any organization external to GSFC shall be reproduced or printed with the appropriate publication number issued by the Printing Management Specialists as required by NPD 1490.1.

b. Use of the official NASA seal, NASA insignia, project and program, co-sponsor logos shall be in accordance with the NASA Graphics Standards published at <http://communications.nasa.gov/portal>

c. Official NASA letterhead must be used and cannot be customized. NASA letterhead must be coordinated through the Headquarters Printing Officer in order to ensure quality standards, such as consistent watermark and paper stock. Electronic letterhead is not permissible. Continuation sheets shall not be printed.

4. Communication Materials Review (CMR)

a. All NASA-funded internal and external communications material shall be reviewed and approved through the online system via the CMR website at <http://communications.nasa.gov/portal/site/osc>. These communication materials shall comply with the NASA Style Guide as prescribed in NPD 2521.1.

b. GSFC customers shall receive CMR approval **PRIOR** to design, reproduction, and/or distribution of communication materials, excluding administrative documents and NASA STI Report Series. The CMR guidelines, process, and exemptions can be found at <http://communications.nasa.gov/portal>.

5. Acceptable Use of Color Examples

a. Maps and technical diagrams where color is necessary for clarity, including scientific images.

b. Where object identification is crucial (for medical specimens, diseases, plants, flags, uniforms, etc.).

c. In areas where identifiable savings in costs can be predicted through use of multi-color printing.

d. In promotional or motivational programs in areas such as safety promotion, fire prevention, saving bonds, and competitive areas of personnel recruiting.

Appendix A – Definitions

A.1 **Depository Library Program.** Depository libraries make all Government publications available for free use by the general public except publications for official use only, publications strictly for administrative or operational purposes and with no public interest or educational value, and publications classified for reasons of national security.

A.2 **Duplexing.** Double-sided copying.

A.3 **Duplicating.** Xerographic or electrostatic photocopying identified and established as a form of printing.

A.4 **External Printing.** All printing that must be sent to a contractor through GPO, because the limitations exceed the capabilities in the in-house duplicating facility.

A.5 **Government Printing and Binding Regulations.** Regulations that are published by the JCP of Congress. The current version is No. 26, February 1990.

A.6 **Government Printing Office.** The Government Printing Office, authorized by Title 44 of the U.S. Code, is the printer for the Federal Government. All printing, binding and blank-book for every executive department shall be procured through the GPO in Washington, D.C., or the GPO-Regional Printing Procurement Office (RPPOs).

A.7 **Government Publications.** Any informational matter that is published as an individual document at Government expense or as required by law.

A.8 **Impressions.** Total number of production units multiplied by the total number of copies.

A.9 **Internal Printing.** In-house duplicating includes all documents that can be printed internally using the equipment and capabilities in the in-house duplicating facility.

A.10 **Installation Printing Management Officer (IPMO) and Installation Copying Management Officer (ICMO).** Individually required by NPD 1490.1 to administer the printing management program and to administer copier/multifunctional devices at each Center. The IPMO and the ICMO are locally administered at GSFC.

A.11 **Joint Committee on Printing.** A committee that oversees the functions of the Government Printing Office and general printing procedures of the Federal Government. The authority vested in the Joint Committee on Printing is derived from Title 44 of the U.S. Code, and the Committee is thereby responsible for ensuring compliance by Federal entities to these laws and the Government Printing and Binding Regulations.

A.12 **Paper Specifications.** Use of papers identified by the “Government Paper Specifications Standards” is mandatory, unless otherwise authorized by the JCP.

A.13 **Post-consumer Material.** A material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item.

A.14 **Printing.** The process of composition, plate making, presswork, duplicating, silk-screen processes, production of an image on paper or other substrates by any processes, binding, and the end items of such processes and equipment. The term duplicating is included in the definition of printing.

A.15 **Production Unit.** One sheet size 8 1/2 x 11 inches (215 x 280 mm) one side only, one color of ink.

Appendix B – Acronyms

CFR	Code of Federal Regulations
CMR	Communications Material Review
eMOD	electronic Management Operations Directorate
FAR	Federal Acquisition Regulation
FDLP	Federal Depository Library Program
GPO	Government Printing Office
JCP	Joint Committee on Printing, U. S. Congress
NARA	National Archives and Records Administration
NF	NASA Form
NFS	NASA FAR Supplement
NPD	NASA Policy Directive
NPR	NASA Procedural Requirement
IPMO	Installation Printing Management Office
PMO	Printing Management Office
QATAP	Quality Assurance Through Attributes Program
RPPO	Regional Printing Procurement Office
SF	Standard Form
STI	Scientific and Technical Information
TIMS	Technical Information and Management Services

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	07/15/2011	Initial Release

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